

TRANSFER OPPORTUNITY INTERMEDIATE TYPIST CLERK

The American Indian Counseling Center is seeking a highly qualified individual with clerical experience to fulfill the responsibilities of an Intermediate Typist Clerk (ITC). This position will work closely with the clinics clinicians.

Candidates should possess qualities such as:

- Good attendance
- Excellent oral and written communication
- Ability to work effectively in a team setting or independently
- Interpersonal skills, and self motivation
- Flexibility
- Adaptability
- Ability to prioritize assignments and meet deadlines
- Good working knowledge of computer software (e.g. Excel, Microsoft Word, and Outlook) is a plus

Desirable Qualifications:

- Personal or lived experience in the Native American Indian Community
- Knowledge of Native American Indian community resources and organizations in L.A. County

Staff interested in this position should submit a cover letter, with employee number, résumé, copies of their last two performance evaluations and their time sheets for the past 12 months. Requested materials should be mailed to:

**American Indian Counseling Center
Attn: Gloria Sheppard
17707 Studebaker Road, #208
Cerritos, CA 90703**

**Fax: (562) 467-7478
E-mail: gsheppard@dmh.lacounty.gov**